



Arkansas Home Inspector Registration Board

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Governor

Asa Hutchison

Board Members

James Metzger

Chairman

R. Lee Stephens

Vice Chairman

Wayne Pace

Secretary/Treasurer

Anthony Utsey

Education Chairman

Robert Downum

Mitchell Erwin

Robert Neal

Executive Director

Sam Wherry

Email:

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Minutes of the Meeting of the Arkansas Home Inspector Registration Board 323 S Center St, Little Rock, AR October 14, 2015

Chairman Jim Metzger called the meeting to order at approximately 9:30 am on October 14, 2015 in the Attorney General's office conference room at 323 S Center Street, Little Rock, Arkansas. Board members R Lee Stephens, Vice Chairman, Wayne Pace, Secretary/Treasurer, Robert Neal, Anthony Utsey, and Mitch Erwin, were in attendance. Sam Wherry, Executive Director was present, as was Nga Mahfouz, Assistant Attorney General.

Agency Item B: Approval of Minutes: Meeting of September 23, 2015

Chairman Metzger opened the meeting by presenting the minutes from the board meeting on September 23, 2015. Minutes were received by acclamation.

Agency Item C: Review of Three Applicants Approved Provisionally in September

Applications for the following were held in the October board meeting for a determination concerning the possibility of FBI Background Checks.

Eric Renner
June Ashburn
Gregory Worrell

It was found by Nga Mahfouz that FBI Background checks are not an option for the board at this time due to the necessity of having legislation authorizing those background checks.

Motion was made by Robert Downum that in lieu of FBI background checks that the board request a 10 year history on each applicant and have the applicant obtain background checks from any states other than Arkansas and submit those along with their application. Seconded by Mitch Erwin. Motion passed.

This will require change to current application form and will go into effect once the form has been changed and approved by the board.

Motion was made by Robert Neal to approve applications for Eric Renner and June Ashburn but to conditionally approve Gregory Worrell based upon receipt of a background check from him for the State of Missouri where he is currently a resident. Seconded by Lee Stephens. Motion passed.

A motion was made by Robert Downum to request future legislation to allow the board to process FBI background checks. Seconded by Lee Stephens. Motion passed.

A motion was made by Robert Neal to receive any future applications prior to the board meeting for review. Seconded by Robert Downum. Motion passed.

Agenda Item D: AHIB Administrator's Report

Executive Director Sam Wherry reported that the rented storage building had been cleared of all contents and closed (\$60 dollar monthly or \$720 dollar annual savings to the Annual Budget). All of the files, records, desktop server that were previously in the storage building have been moved into the AHIRB Office, 1509 W 7th St, DFA Bldg. Suite 100 Little Rock, AR 72201 office space. This space is to be provided at no rental expense this fiscal year via the Governor and DFA Director Larry Walthers who have both pledged the unconditional support of the DFA staff in this transition. The AHIRB Board will present official office space site and budget to the Legislature and Governor for funding consideration approval at the Fiscal Session of the General Assembly in April 2016. Thanks to DFA staff all files have been placed in file cabinets in the board office and the QuickBooks program has been brought up-to-date.

The Executive Director reported that the Attorney Generals Training for all State Directors at the Bowman School of Law was the orientation mechanism needed to give validity to proceed and pursue the administrative duties as Executive Director for the Arkansas Home Inspector Registration Board.

The Executive Director presented Melanie Hazeslip, DFA Office of Accounting, Account Manager, to present a factual analysis of the new state office and the Executive Director. Melanie explained that the Executive Director is consistently reaching out to Home Inspectors; Melanie also stated Sam is the "Face of the Agency" working with Home Inspectors and working fairly and diligently with clients of home inspectors in all matters/issues of which this agency is a representative body of the People of Arkansas. Melanie affirmed that Department of Finance and Administration is helping out administratively. Melanie stated that Sam will be working with her assistance to get out renewals no later than 11/01/2015 and DFA staff will assist when renewals come in. Melanie stated Sam would like a state cell phone of which she presented the cost \$50-\$60 per month with AT&T consisting of Free iPhone5S/300 Peak Minutes/Unlimited Text-Data.

A motion was made by Lee Stephens for the board to get a state cell phone for the Executive Director, Sam Wherry. Seconded by Wayne Pace. Motion passed.

Melanie concluded with two items, first Website, which she stated OIS has Robert Neal's contact information. Robert Neal stated he given OIS everything he has on the website. OIS is trying to work out service issue. INA is not an option at this time. Second, Melanie introduced the DFA Office of Budget Analysts, Treasure Walker and Lasonya Ross, who presented revenue and expenditure reports

that included projections for current fiscal year. Treasure and Lasonya agreed to continue to attend meetings as necessary.

The Executive Director made note of the AHIRB computer server that OIS discovered 108 items non accessible on the server making it blank giving validity for Legislature Internal audit 2014-2015.

The Executive Director stated he had talked with State Building Authority representative for office space and the state cost per square foot is approximately \$13.50. They currently have space at Main Street Downtown for approximately \$15,000 per year and \$25,000 per year located at Victory Building. The Deputy Attorney General stated AHIB can use the AG's Conference Room for free for Board Meetings, hearings etc.

The Executive Director asked the Board for a period of research and development of State/Philanthropic Grant Funds if practical over the next few months and to provide a full report in February.

Agenda Item E: Financial Report

Financial Reports were presented to the Board by Melanie Hazeslip, DFA Office of Accounting, Accounting Manager. Current cash balance \$347,784.30. Current available appropriation is \$35,633.30 in salaries, \$11,335.91 in matching and \$7,900.26 in operating. The board also still have \$25,000 in appropriate targeted for promoting the board.

Agenda Item F: Status of Complaints

Wayne Pace reported on complaints and stated following the Board Meeting he and the Executive Director planned an all afternoon session to review all complaints on file, past and present, to formally familiarize the Executive Director with complaints and pursue process to bring before the Board for resolution. The Board agreed to table complaints till next board meeting.

Agenda G: Old Business

Anthony Utsey presented the Education report that all sites, instructors are in compliance. Anthony reported that the American Home Inspectors Association has given interest in having the National/Regional Conference in Little Rock in the future. He stated that further research and deliberations were needed and asked the Executive Director to determine the feasibility for such event in Arkansas. The Executive Director stated that the Interim Chancellor at the University of Arkansas at Monticello had inquired about future continuation education at UAM (Monticello, McGhee and Crossett).

Agency H: New Business

R Lee Stephens recommended that the evaluation procedure and guidelines be held until the November board meeting.

The Chairman presented an issue concerning former home inspectors who want to be relicensed. Robert Neal stated that the AHIRB Rules state that the inspector would need to go through the 80 hour class

and testing process if they withdrew. Robert Neal also recommended that inactive licensees present their former packet of courses and continuing annual classes in the consideration process to proceed for re-licensure.

All former home inspectors who withdrew in good standing must present their former credentials, pre license courses and continuing education courses to be authorized to proceed for relicensing.

Agency Item I: Schedule Nov. Meeting (November 11 or 18 suggested)

Upon discussion the decision was made to have the next board meeting on November 18, 2015 at 9:30 am at the Attorney General's Office, 323 Center St, Little Rock, AR 72203.

Meeting adjourned by James Metzger, Board Chair

Sam Wherry Executive Director AHIB